

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, April 2, 2008 at 7:30 a.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Vice Chairman Owens, Members Butler, Rackauskas, Clark, and Moss

Members Absent: Chairman Selzer

Other Members Present: None

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator and Ms. Judith LaCasse, Recording Secretary, County Administrator's Office

Department Heads/
Elected Officials

Present: Mr. Phil Dick, Director, Building and Zoning; Mr. Don Lee, Director, Nursing Home; Mr. Robert Keller, Administrator, Health Department; Mr. Lee Newcom, County Recorder; Ms. Becky McNeil, County Treasurer

Others Present: Ms. Laura Dick, Executive Director, SHOWBUS; Mr. Eric Schmidt, Assistant County Engineer; Ms. Carol Ash, Internal Auditor, County Auditor's Office; Ms. Michelle Anderson, Financial Reporting Specialist, County Auditor's Office

Vice Chairman Owens called the meeting to order at 7:30 a.m.

Vice Chairman Owens presented the minutes from the March 4, 2008 Finance Committee Meeting to the Committee for approval.

Motion by Moss/Rackauskas to approve the Minutes of the March 4, 2008 Committee Meeting.
Motion carried.

Mr. Phil Dick, Director, Building and Zoning, presented a request for approval of Amendment No. 1 to the Non-Metro Area Transportation Operating, Capital and Administrative Assistance Grant Agreement for SHOWBUS to obtain an additional \$43,674.00 from the Illinois Department of Transportation (IDOT). He explained that the County Board approved an application to IDOT for operating assistance for SHOWBUS to provide public transportation in McLean, Livingston, Ford and Iroquois Counties on May 15, 2007 in the amount of \$321,756.00. The four Counties subsequently approved an Intergovernmental Agreement with DeWitt County to provide rural public transportation. Mr. Dick stated that, in order to obtain an additional \$43,674.00 to provide public transportation services in DeWitt County, the operating assistance agreement with IDOT needs to be amended and another Resolution approved.

Mr. Dick advised that he will be coming back for another operating assistance application in the near future.

Motion by Rackauskas/Clark to Recommend Approval of Amendment No. 1 to the Non-Metro Area Transportation Operating, Capital and Administrative Assistance Grant Agreement for SHOWBUS to obtain an additional \$43,674.00 from the Illinois Department of Transportation (IDOT).
Motion carried.

Mr. Don Lee, Director, Nursing Home, presented his Monthly Report, noting that February was a positive month financially. He indicated that next month will not be as encouraging because, during the last month, they lost a significant number of residents, some over 100 years old.

Mr. Lee advised that he will be taking a recommendation to the Property Committee regarding the replacement of the roof on the Nursing home. He noted that the bids came in very low and there is ample money in the budget to cover the expenditure.

Vice Chairman Owens asked if there were any questions or comments. Hearing none, he thanked Mr. Lee.

Mr. Robert Keller, Administrator, Health Department, advised that he has several items for the Committee's consideration. He indicated that the three budget amendments and two FTE amendments are related to three small grants awarded the Health Department during the past month.

Mr. Keller indicated that two of the grants will employ the services of a part-time social work intern to assist in carrying out the project.

Mr. Keller presented the first two items, which can be acted upon together. The first is a request for approval of an Ordinance of the McLean County Board Amending the 2008 Combined Appropriation and Budget Ordinance for Fund 0102, Early Childhood Dental Caries Planning Grant. He explained that the Illinois Department of Public Health awarded the McLean County Health Department a one-time grant of \$5,000.00 to engage a local community task force to explore approaches to reduce the incidence of early childhood dental caries. Mr. Keller indicated that the intention of the planning process is to assess the availability of prevention services for children under the age of five. He noted that the planning group will be comprised of members already engaged in this effort through the department's AOK Early Childhood Network. Mr. Keller stated that the grant adds a .14 FTE Social Worker Intern to help staff the project along with time allocation to the project on the part of the department's Community Health and Prevention Supervisor and the Health Promotion Program Manager. He indicated that the project concludes on September 30, 2008.

Mr. Keller presented the second item, which is a request for approval of a Resolution Amending the Fiscal Year 2008 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal Year 2008 McLean County Combined Appropriation and Budget Ordinance for Fund 0102. He explained that this relates to the salary for the part-time Social Work Intern.

Ms. Rackauskas indicated that several years ago she spearheaded an assessment of dental needs for McLean County as a volunteer for the dentists in the community. She asked what procedure will Mr. Keller use for their assessment. Mr. Keller replied that this is a community committee, including Head Start, the Dental Society, early childhood programs and the Health Department's dental staff. He stated that this program focuses on early childhood dental care, even as soon as baby teeth erupt. Mr. Keller indicated that the program will push dental varnishes for that age group, including training pediatricians and their staff to apply dental varnishes.

Ms. Rackauskas asked if this program is for the general population. Mr. Keller replied that the program is being applied universally.

Motion by Clark/Rackauskas to Recommend Approval of an Ordinance of the McLean County Board Amending the 2008 Combined Appropriation and Budget Ordinance for Fund 0102, Early Childhood Dental Caries Planning Grant and to Recommend Approval of a Resolution Amending the Fiscal Year 2008 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal Year 2008 McLean County Combined Appropriation and Budget Ordinance for Fund 0102, Early Childhood Dental Caries Planning Grant.
Motion carried.

Mr. Keller presented the next two requests that can be acted upon together. The first is a request for approval of an Ordinance of the McLean County Board Amending the 2008 Combined Appropriation and Budget Ordinance for Fund 0107, STD Prevention Grant. He advised that the Illinois Department of Public Health provided a one-time \$10,000.00 grant to local health departments within jurisdictions with higher rates of sexually transmitted diseases (STD's).

Mr. Keller reported that the grant will also employ the same part-time Social Work Intern and will have time assigned to the project from various staff. He added that the only FTE amendment will only involve the intern. The miscellaneous assignment of staff to the project will come in the form of payroll distribution.

Mr. Keller presented the second request, namely approval of a Resolution Amending the Fiscal Year 2008 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal Year 2008 McLean County Combined Appropriation and Budget Ordinance for Fund 0107, STD Prevention Grant. He explained that this relates to the salary for the part-time Social Work Intern.

Motion by Butler/Moss to Recommend Approval of an Ordinance of the McLean County Board Amending the 2008 Combined Appropriation and Budget Ordinance for Fund 0107, STD Prevention Grant; and to Recommend Approval of a Resolution Amending the Fiscal Year 2008 McLean County Full-Time Equivalent Position Resolution Associated with an Ordinance to Amend the Fiscal Year 2008 McLean County Combined Appropriation and Budget Ordinance for Fund 0107, STD Prevention Grant.
Motion carried.

Mr. Keller presented a request for approval of an Ordinance of the McLean County Board Amending the 2008 Combined Appropriation and Budget Ordinance for Fund 0107, National Association of City and County Health Officials (“NACCHO”) MRC Grant of \$5,000.00. He noted that this will primarily go toward conducting a regional MRC exercise – MRC is the Medical Reserve Corps. Mr. Keller stated that the department was previously awarded a \$10,000.00 grant by NACCHO for the same purpose in 2007, \$3,000.00 of which has been carried over to this year. Mr. Keller indicated that the department will purchase small equipment items as part of “go-kits” for MRC volunteers. The department will solicit new MRC volunteers, provide volunteer training, provide food for the volunteers and conduct the regional SNS dispensing site exercise.

Mr. Keller advised that all of the grants are self-sustaining.

Motion by Moss/Butler to Recommend Approval of an Ordinance of the McLean County Board Amending the 2008 Combined Appropriation and Budget Ordinance for Fund 0107, National Association of City and County Health Officials MRC Grant.
Motion carried.

Vice Chairman Owens asked if there were any further questions or comments. Hearing none, he thanked Mr. Keller.

Mr. Lee Newcom, County Recorder presented the County Recorder’s Monthly Report. He stated that there was nothing unusual in the report.

Vice Chairman Owens asked if there were any questions. Hearing none, he thanked Mr. Newcom.

Vice Chairman Owens presented the Tentative and Final Abstract Statistical Report and the Annual McLean County Board of Review Workload Report as submitted by Mr. Bob Kahman, Supervisor of Assessments. He asked if there were any questions or comments. There were none.

Ms. Becky McNeil, County Treasurer, reviewed her Financial Reports for the period ending March 31, 2008, as distributed. She noted that we are 25% of the way through the fiscal year.

Ms. McNeil reviewed the Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report for the month ending March 31, 2008, as follows:

- Retailers Occupation Tax Revenue Year to Date is \$1,523,962.93 , which is 1.68% above last year and 25.83% of budget.
- State Income Tax Revenue is \$495,111.06, which is 16.45% above last year and 26.76% of budget.
- Personal Property Replacement Tax Revenue is \$348,361.81, which is 16.61% above last year and 20.60% of budget.

Ms. McNeil pointed out that the March Retailers Occupation Tax Revenue reflects the December sales. She noted that March, 2008 revenue was \$550,742.73 as compared to \$583,295.63 in March of 2007.

Ms. McNeil reviewed the Treasurer's Investment Report. She advised that the Federal Reserve bumped the rate down again, which is reflected in the first four CD's shown on the report. The CD's previously were between 4.5% and 5% and are now around 3%. Ms. McNeil noted that there are still several CD's at 5%. She indicated that the month of April will be a huge month for CD's coming due. Ms. McNeil stated that these will be deposited into the Money Market to cover payroll for April, May and June. She indicated that the rates on a collateralized CD are under than 3%. Ms. McNeil reported that the Illinois Funds Money Market is at 2.03%, but the Prime is at 2.86%. She stated that she would put the money in the Prime until it is needed.

Ms. McNeil recapped the Statement of Revenues, Expenditures and Fund Balance for the General Fund as of March 31, 2008, as follows:

- The total Revenue as of March 31, 2008 was \$4,532,041.97, which is 14.23% of budget;
 - Last year Revenue as of March 31, 2008 was \$4,758,952.69

- Expenditures are \$6,769,617.89, which was 21.26% of budget;
 - Last Year Expenditures were \$6,799,886.52
- The Fund Balance as of March 31, 2008 was \$9,860,987.43.

Ms. McNeil reviewed the Quarterly Report on the Revolving CDAP Loan Fund. She stated that there are six active loans at this time. Ms. McNeil indicated that the Midwest Moldings loan was closed in March. She reported that three of the loans are in default, including Victory Enterprises, Boitnott Foods, and Coffee Hound.

Ms. McNeil advised that the total amount in the Revolving Fund is \$591,153.31.

Ms. McNeil indicated that the Coffee Hound is delinquent for their January, February and March payments. She reported that the Treasurer's Office has sent letters and e-mails to notify the Coffee Hound that they are in default. Ms. McNeil noted that she sent an e-mail to Mr. Marty Vanags, Economic Develop Council, and Mr. Vanags forwarded the e-mail to Mr. Dough Rausch at Busey Bank.

Ms. McNeil reviewed the Quarterly Report on the Employee Benefit Fund, noting that the Fund Balance as of March 31, 2008 is \$10,229.23. The beginning Fund Balance was \$356,312.01. Ms. McNeil explained that this is the Fund that employee benefit expenses run through, including contributions from the employer and employee and all of the expenses that are paid from the Fund. She indicated that the other item in this Fund is the Section 125 Cafeteria Plan, where employees set money aside for use throughout the year.

Ms. McNeil reported that the reason the Fund Balance is so low as of March 31, 2007 is because the April premium for Health Alliance was paid at the end of March, which means four months were paid instead of three.

Mr. Butler asked why is the Fund Balance this year so different from last year. Ms. McNeil replied that the overall health plan was different last year. She indicated that expenses for the rebate program, through March 31, 2007, were \$44,324.00 and this year, to date, they are \$919.03. Ms. McNeil advised that the coverage has changed. In the past, the County picked up the first \$500.00 or \$1,000.00, but this year the employee must meet the first part of the out-of-pocket deductible. Mr. Lindberg added that the single biggest reason for the difference is that, last year, he underestimated the cost when the budget allocations were set up. He reiterated that the order of the rebate was changed, so that instead of the County being the first payor, the individual is the first payor.

Motion by Clark/Rackauskas to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending March 31, 2008, as submitted.
Motion carried.

Vice Chairman Owens asked if there were any questions. Hearing none, he thanked Ms. McNeil.

Mr. John Zeunik, County Administrator, indicated that the purpose of the Executive Session is to advise the Committee of the completed negotiations with AFSCME representing employees at the Highway Department.

Motion by Butler/Moss to Recommend the Finance Committee go into Executive Session at 8:01 a.m. to discuss Collective Bargaining with the Committee Members, Mr. Eric Schmidt, Assistant County Engineer, and the Administrator's Office Staff.
Motion carried.

Motion by Rackauskas/Clark to recommend the Finance Committee return to Open Session at 8:11 a.m.
Motion carried.

Vice Chairman Owens presented a request for approval of a Collective Bargaining Agreement by and between the McLean County Board and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO on behalf of AFSCME Local 537 – Highway Department.

Motion by Clark/Butler to recommend Approval of a Collective Bargaining Agreement by and between the McLean County Board and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO on behalf of AFSCME Local 537 – Highway Department.
Motion carried.

Vice Chairman Owens announced that the Outside Auditors are finishing their field work and expect to present their findings in the near future.

Ms. Rackauskas asked what condition are the County roads and is the budget for County road repairs adequate. Mr. Zeunik replied that some roads are in bad shape due to the extreme winter. He indicated that the maintenance funds should be sufficient to cover the cost of repairing the roads. Mr. Zeunik noted that the most significant increase in cost has been the overtime lines and the purchase of salt during the winter. He stated that the other concern is the increase in fuel cost, which will escalate during the summer.

Ms. Rackauskas expressed her concern for safety on the County roads that have little lighting. Mr. Zeunik responded that the Highway Department will be able to repair the roads. He noted that most of the County roads are asphalt and, as a result, the roads do not experience the same cracking as concrete roads in town.

Vice Chairman Owens presented the March 31, 2008 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Fund Total of \$679,613.52 with a Prepaid Total the same.

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Motion by Butler/Clark to recommend approval of the Finance Committee bills as of March 31, 2008 as recommended by the County Auditor.
Motion carried.

Vice Chairman Owens presented the March 31, 2008 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Fund Total of \$372,713.06 with a Prepaid Total the same.

Motion by Butler/Clark to recommend approval of the Nursing Home bills as of March 31, 2008 as recommended by the County Auditor.
Motion carried.

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There being nothing further to come before the Committee at this time, Vice Chairman Owens adjourned the meeting at 8:18 a.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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